



CITY OF HOUSTON

Job Posting

1	TN
2	Applications accepted from:
3	ALL PERSONS INTERESTED
4	Job Classification
5	SENIOR AUDITOR
6	Posting Number
7	PN# 112190
8	Department
9	Department of Public Works & Engineering
10	Division
11	Office Of The Director
12	Section
13	Internal Auditing
14	Reporting Location
15	611 Walker St*
16	Workdays & Hours
17	M – F, 8 a.m. - 5 p.m.*
18	*Subject to change
19	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>
20	Performs highly advanced level professional audit work. Plan, conduct and provide report on completed in-house reviews. Develop the scope for the review and select appropriate procedures for supervisor’s approval. Develop audit programs necessary to promote effective audit coverage. Perform all fieldwork in a competent and professional manner. Provide evidential support for all report recommendations. Prepare work papers, schedules and detailed report for supervisor’s review. Performs other duties and special projects as requested.
21	<u>WORKING CONDITIONS</u>
22	There are no major sources of discomfort in a normal office environment. May be required to lift boxes up to 30 pounds. There may be occasional minor discomforts from exposure to less than optimal temperature and air condition.
23	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u>
24	Requires a Bachelor’s degree in Accounting, Business Administration, Finance or a closely related field with a minimum of 18 hours in accounting.
25	<u>MINIMUM EXPERIENCE REQUIREMENTS</u>
26	Four (4) years of professional experience in accounting or auditing are required. Ability to collect, analyze and evaluate information pertaining to the review and the preparation of written reports of work performed.
27	<u>MINIMUM LICENSE REQUIREMENTS</u>
28	Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).
29	<u>PREFERENCES</u>
30	Excellent writing and computer skills. Knowledge of principles, practices and techniques of auditing as required by the Standards for the Professional Practice of Internal Auditing. CPA with 2-4 years of audit experiences a plus.
31	<u>SELECTION/SKILLS TESTS REQUIRED</u>
32	None
33	However, the Department may administer a skill assessment evaluation.
34	<u>SAFETY IMPACT POSITION</u>
35	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
36	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
37	<u>SALARY INFORMATION</u>
38	Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
39	<u>Salary Range - Pay Grade 21</u>
40	\$1,211 - \$1,734 Biweekly \$31,486 - \$45,084 Annually
41	<u>OPENING DATE</u>
42	July 26, 2006
43	<u>CLOSING DATE</u>
44	Open Until Filled
45	<u>APPLICATION PROCEDURES</u>
46	Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., First Floor. Our TDD (Telephone Device for the Deaf) phone number (713) 837-9471. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
47	An equal opportunity employer